



United States Environmental Protection Agency

Meeting Minutes

Meeting Date: 1.4.18

Meeting Number: 1

Meeting Location: 1595 Wynkoop Street, Bitter Root Conference Room

Prepared By: Chad Bartlett

Call in: 1 [Ex. 6 Personal Privacy (PP)]

DISTRIBUTION AND ATTENDEES (indicated by ✓)

✓	Name	Company	Phone	Email
	Seth Rhea	Waring	720.799.8115	seth@waringsoffice.com
	Jessica Butts	Colliers	303.352.0224	Jessica.butts@colliers.com
	Charlie Peterson	GSA	303.236.4620	Charles.peterson@gsa.gov
	Mike Shanahan	EPA	303.312.6121	Shanahan.mike@epa.gov
	Tami Anderson	Buehler	303.667.7438	tami@buehlercompanies.com
	Chad Bartlett	Boots Construction	303.721.5806	cbartlett@bootsconstruction.com
	Richard Abeyta	Boots Construction	720.933.4955	rabeyta@bootsconstruction.com

Next Meeting Date: January 11, 2018

Location: 1595 Wynkoop Street
Denver, CO 80202

NEW BUSINESS

Item	Discussion	Action By	Date Due
1.1	Permitting. <ul style="list-style-type: none">- All disciplines are approved with the exception of the following: Architectural – Comments addressed and re-submitted Electrical – Comments addressed and re-submitted Fire Department – Comments are being addressed- Seth will provide the updated plans to GSA/EPA	Waring/Seth	
1.2	Lease. <ul style="list-style-type: none">- Confirmation that all lease agreements are in.	Informational	
1.3	Change Orders. <ul style="list-style-type: none">- All change orders will need to go through the full approval process. All will go to Ray Daniels and Charlie Peterson.	Informational	

1.4	Security. <ul style="list-style-type: none"> - Seth is obtaining a second security proposal for review. 	Waring/Seth	1/19/18
1.5	2nd Floor Layout. <ul style="list-style-type: none"> - There is concern with the egress travel distance with the addition of the door by the freight elevator. GSA personnel have identified this and the authority having jurisdiction (AHJ), Denver, will be reviewing this as well. 	Informational	
1.6	Roof Antenna. <ul style="list-style-type: none"> - Additional information has been provided to Seth - Seth to assess what further information is needed for the multiple permitting/review committees, if any 	Waring/Seth	
1.7	Construction. <ul style="list-style-type: none"> - The Notice to Proceed was sent/received today (1/5/18) - An AIA contract is being drafted for review/approval - Boots Construction will be releasing subcontractors for submittals/design/permitting 	Informational	
1.8	Construction Schedule. <ul style="list-style-type: none"> - Boots Construction will be updating the high level schedule with a more detailed schedule - Boots Construction will be providing a 2-3 week look ahead schedule once construction starts 	Informational	
1.9	Indoor Air Quality. <ul style="list-style-type: none"> - Boots Construction has provided additional line item pricing for services/added items to test for. EPA to review for approval. 	EPA	
1.10	Submittals. <ul style="list-style-type: none"> - All submittals will be sent from Boots Construction to Waring for initial approval. Upon review these will be distributed to Charlie for final approval. 	Informational	

1.11	Move Management. Buehler. <ul style="list-style-type: none"> - Records Center is being relocated now. - Employee Move is scheduled to begin on January 11 - The workstation move is scheduled to begin on January 12-13 - Records Center pallets are scheduled to begin moving tomorrow (1/5), but need the structural approval to proceed - 4th Floor...only (4) staff members will need to be relocated for construction activities - Waring/EPA to provide CAD plans to Buehler for the re-build of workstations. Liz will forward the furniture plan to GSA. 	Informational	
1.12	Commissioning. <ul style="list-style-type: none"> - Commissioning will not be required by the AHJ, but EPA would like to move forward with this per the terms of the lease 	Informational	
1.13	IT/Data Center <ul style="list-style-type: none"> - A meeting will be held prior to construction start to review the requirements and details surrounding the existing Data Center 	Informational	
1.14	Meetings Moving Forward. <ul style="list-style-type: none"> - A reoccurring meeting will be held every Thursday at 1PM (MST) on-site in the Bitter Root Conference Room and via conference call for the rest of 2018... 	Informational	
1.15	GSA Construction Management. <ul style="list-style-type: none"> - A team from Parson's will be acting as the construction manager's on behalf of GSA. 	Informational	

To the best of my knowledge, information provided within these minutes accurately represents the comments made by those individuals present. Please bring any corrections or additions to my attention no later than **3 business days after meeting.**

Submitted by: Chad Bartlett

END OF MEETING MINUTES